August 29, 2012

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in (country name). I chose to study (country name( in my training course because (reason here). I also chose to study Germany because (reason here)

Over the course of the next 7 ½ weeks, I expect to learn about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_culture, food, business etiquette and some important phrases in (language). Having this knowledge will help me (include two conclusions here).

Lastly, I think I would be a great addition to this team because (give at least two reasons and provide details to support your reasos).

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

John Q. Student

123 Happy Ave.

Allison Park, PA 15101